



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	1/22/18	Interviewer:	Lafayette Baker	RFA #18 – 05
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Student				
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED], Resident Director				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment
<input type="checkbox"/> Gender Identity or Expression			

Veteran Status
 Retaliation
 Genetic Information

Time Line		
Date	Item	Comments
1/22/18	LB met with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution [REDACTED] said on 1/18 [REDACTED] called her into her office to tell her she had learned that she was self-harming. [REDACTED] said she indicated to [REDACTED] that this has been on-going and has a support system in place. [REDACTED] said [REDACTED] said that she may have to take action regarding her role as an [REDACTED] if she is not able to do her job.

		When [REDACTED] walked in to this meeting, [REDACTED] never asked her how she was doing regarding the self-harm or her mental health. She did not check-up on her. The first thing she talked to [REDACTED] about were her plans to consider disciplinary action.
1/22/18	[REDACTED] LB called	[REDACTED] contacted the EO Office and said she had thought about it and requested that the EO Office not take any further action because she would like to deal with it herself, and will contact the EO Office if she needs further assistance.
2/15/18	LB called [REDACTED]	[REDACTED] explained that the situation got resolved, and she is happy with the outcome. She explained her feelings to [REDACTED] regarding their treatment of her, and they said they misinterpreted how she was feeling. She said she still has her job, and she still would like us to not take any further action.